

STATE OF COLORADO

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Dedicated to protecting and improving the health and environment of the people of Colorado

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Colorado Department
of Public Health
and Environment

CDPHE-CACFP PROCEDURE MEMO #11-04

DATE: May 2011
TO: Child Care Institution Representatives
FROM: Colorado Department of Public Health and Environment-
Child and Adult Care Food Program (CDPHE-CACFP)
SUBJECT: 1. Automatic Eligibility for Free Meals for Foster Children
2. Eligibility of Children Evacuated from Japan and Bahrain
3. New Guidance Regarding Social Security Numbers on Income Eligibility
Forms (IEFs)
4. Household Guidelines for 2011-2012
5. Income Eligibility Forms (IEFs) and IEF Letters for 2011-2012

This procedure memorandum notifies you of some important changes affecting CACFP eligibility for foster children and children evacuated from Japan and Bahrain and their host families, if applicable. This memo also includes important information regarding social security numbers on Income Eligibility Forms (IEFs), new IEFs, IEF Letters and Household Guidelines for 2011-2012.

1. Categorical Eligibility for Free Meals for Foster Children

The Healthy Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, amends Section 9(b)(12)(A) of the Richard B. Russell National School Lunch Act (NSLA) to provide automatic eligibility for Free meals to any foster child. Effective immediately, foster children are automatically eligible for Free meals without an IEF as long as the institution obtains documentation verifying the child is a foster child. Institutions may obtain documentation for the foster child by requesting a copy of a written communication between the foster family and the placement agency. If the foster family is unable to provide this information, the institution may place a telephone call to the placement agency to request documentation of the child's status as a foster child. Institutions must keep documentation on file for review purposes.

Households with foster and non-foster children may choose to include the foster child as a household member, as well as any personal income received by the foster child, on the same

IEF that includes their non-foster children. When determining eligibility, the institution will determine the meals for the foster child as Free, and then will determine if the remainder of the household is eligible for Free, Reduced, or Paid meals based on the household's income (including income received by the foster child) or other information reported on the IEF. Foster payments received by the family from the placing agency are not considered income and do not need to be reported on the IEF. The presence of a foster child in the household **does not** convey automatic eligibility for Free meals to all children in the household.

2. Eligibility of Children Evacuated from Japan and Bahrain

To streamline the eligibility process, the United States Department of Agriculture (USDA) has expanded eligibility for Free meals to children who have been evacuated from Japan and Bahrain. When determining eligibility for these children, institutions can accept certification of the child's or adult's homeless status from the agency that assisted with the evacuation or is providing shelter. If the child is not residing in an emergency shelter, the institution should have an adult living with the child complete an IEF indicating that the child is homeless. No further information is required to consider the child eligible for Free meals.

If the child is residing with a host family, the host family may include the homeless child(ren) or homeless family as household members if the host family provides financial support to the homeless child or family, such as shelter, utilities, clothing, or food. In such cases, the host family must also include any income received by the homeless family. The institution determines eligibility for the children of the host family using standard eligibility determination procedures. However, Free meal eligibility for the homeless child is based on the documentation provided by the homeless liaison or other source, even when the child is included on the host family's IEF.

3. New Guidance Regarding Social Security Numbers on Income Eligibility Forms

Section 301 of the Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, amends section 9(d)(1) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(d) (1)) by removing the requirement for the adult household member who signs an IEF to provide his or her complete Social Security Number (SSN), as a condition of eligibility for Free or Reduced meals. Effective immediately, the adult household member who completes and signs an IEF is only required to list the last four digits of his or her SSN on the form.

4. 2011-2012 Household Guidelines

The Household Income Eligibility Guidelines are effective July 1, 2011 through June 30, 2012. Please use the enclosed 2011-2012 Household Guidelines when determining eligibility for Free and Reduced meals on the IEFs.

5. 2011-2012 Income Eligibility Forms and IEF Letters

Enclosed with this memorandum are the following forms:

- 2011-2012 Income Eligibility Form in English
- 2011-2012 Income Eligibility Form in Spanish
- 2011-2012 IEF Letter in English
- 2011-2012 IEF Letter in Spanish

For any new enrollees or participants with expired IEFs, please use the 2011-2012 form from this date forward. IEFs are valid for 12 months after the month in which the form is received and approved by the institution. For example, if the determination date is July 2011, the form is valid from July 1, 2011 through July 31, 2012.

Please contact the CDPHE-CACFP office at 303-692-2330 with any questions.